

**State of Connecticut
The Department of Social Services
Job Opportunity**

FISCAL/ADMINISTRATIVE OFFICER

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 070840 FOR FISCAL/ADMINISTRATIVE OFFICER. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 21, 2013

Closing Date: November 29, 2013

The Department of Social Services is presently accepting applications to fill four (4) Fiscal/Administrative Officer positions, within the Division of Health Services, Certificate of Need/Reimbursement. These positions are located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Fiscal/Administrative Officer (AR-23)

Position Number: #106503, 106504, 106505, 106506 CON/Reimbursement

Bargaining Unit: P-5 Administrative & Residual

Salary Range: \$62,411.00- \$80,682.00 Annually

Location: 25 Sigourney Street, Hartford, CT 06106

Duties and Responsibilities: The Fiscal/Administrative Officer positions will support reimbursement modernization efforts including the School-Based Health Centers (SBHC) program, the hospital reimbursement system, the Behavioral Health Partnership and the development of Medicaid State Plan Amendments. These positions will support the development and implementation of new reimbursement methodologies supporting Medicaid initiatives at DSS, DMHAS, DCF and DDS. Duties include implementing new Medicaid State Plan language, financial analysis, cost allocation methodologies, cost reports and time studies.

**Minimum Qualifications Required
Knowledge, Skill and Ability:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Officer, exam #070840.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, CT-HR-12 (State Application) and two (2) letters of professional references from current and/or previous supervisors. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. In lieu of references, State employees must submit copies of their two most recent performance appraisals by **Friday, November 29, 2013 to:**

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

FAX: (860) 951-2979

NOTE: Incomplete or late applications will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

APPLICATIONS MUST BE RECEIVED BY FRIDAY, NOVEMBER 29, 2013 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer